

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Distribution

Date: 5/16/97

From: R. Lipps

Subject: LIMS Team Meeting Minutes for 5/15/97

Attendees: C.Ament, E. Carmines, S. Laffoon, D. Lisbon , F. Logan, R. Lipps, J. Sampson

Business Conducted:

- Reviewed presentation to be given to R. Cox's staff on May 20, 1997. A dry-run presentation will be given on Monday, May 19, 1997 in E2 at 1:00 pm.

Action Items:

- C. Ament will make reservations for a team lunch celebration on Thursday, May 22, 1997.
- R. Lipps will check on LIMSTeam folder permissions.
- The next meeting was set for **5/22/97** at the **Tobacco Company**:
 1. Lunch
 2. Presentation Review
- The meeting on **5/29/97** will address the definition of measures that the team will be using and a review of the timeline tasks.

Distribution:

Ament, C.
Carmines, E.
Good, B.
Laffoon, S.
Lisbon, D.
Logan, F.
Sampson, J.
Wickham, J.